



Wisconsin Department of Public Instruction (DPI) School Nutrition
Team (SNT) dpifns@dpi.wi.gov

Special Milk Program Online Contract Manual

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New Agencies

If you do not have a six-digit agency code provided by the School Nutrition Team at DPI, and this is your first time entering a contract for School Nutrition Programs, please follow these instructions:

1. New agencies will be contacted by a DPI School Nutrition Team Program Consultants and provided a *temporary* agency code and a *temporary* password. (If you are not contacted, see the last page of this manual for contact information).
2. Follow the instructions in the rest of this manual. Use this temporary agency code and the temporary password to log-in.

Special notes for new agencies:

- a. For **Schedule A**, you will need to enter *all* schools in your School Food Authority (SFA), including any that do not operate the Special Milk Program but are listed as schools in the Wisconsin School Directory.
 - b. If you are a private SFA, or a Residential Child Care Institution (RCCI), you will need to complete the **Federal Awards Expended** screen. You will need to know the amount of federal funding you have received under various programs. If you have nothing to report, please enter zeroes (0) to continue.
 - c. If you have questions while entering your contract for the first time, please call the School Nutrition Team at 608-267-9228 and ask for your Nutrition Program Consultant.
3. If you need to make changes to your contract between the time that you enter it and the time that a consultant begins to approve it, you may continue to access the site using your temporary agency code and temporary password. Once the consultant starts reviewing your contract, you will not be able to make any changes until it is approved.
 4. Once your contract is approved, you will receive an email notification with a *permanent* agency code and a *permanent* password. At that point, you will **no longer** be able to use the temporary log-in information. Using your *permanent* log-in information, you will be able to access the site and view or modify your contract at any time.

Note to All Agencies

Prior to completing your online contract, read through the [Permanent Agreement/Policy Statement for the Special Milk Program-School Agencies](#). Under the section titled “The School Food Authority Agrees to”, it is important to note number 15, which refers to FNS Instruction 113-1 *Civil Rights Compliance and Enforcement-Nutrition Programs and Activities*, which requires annual civil rights training and completion of the compliance form.

Entering the Wisconsin Child Nutrition Programs Online Services

1. Go to the Wisconsin Department of Public Instruction (DPI) [Child Nutrition Programs](#) webpage. Click on *Online Services* on the left navigation bar, which will bring you to the Online Services webpage.
2. On the [Online Services](#) page, click on *Online Services Log-in* button for submitting claims.

We suggest you bookmark the Wisconsin Child Nutrition Online Services Webpage.

Online Services is where agencies update their contract, submit claims, submit reports, and access information about their agency.

For the online version of this Instruction Manual, go to the School Nutrition homepage, click on "[Milk Programs](#)", click on "[Special Milk Program](#)", scroll down to the header Contract, Permanent Agreement/ Policy Statement and Memos, and click on [SMP Contract Manual](#).

3. After clicking on the "**Online Services Log-in**" button on the left, this is the Online Services log in screen.

Do not bookmark this webpage. If you wish to bookmark, please go back to Step 2 and bookmark that.

4. Enter your **Agency Code** – This is your six-digit agency code.
 - a. Do not use hyphens – use only the numerals in the agency code.
 - b. Do not enter leading zeroes: For example, if your agency code is "012345", only enter "12345".
5. Enter your agency-specific **Password**; this is the password assigned to you by DPI for ordering commodities, claiming reimbursement, and contract purposes. If you have forgotten this password, please see the section Troubleshooting at the end of this document.
6. Click the "**Submit**" button.
(Do not click in the "Reset" button unless you need to clear the field entries.)

NOTES:

Time limit on entering data – A timer starts from the moment you log in. If no activity occurs for 30 minutes, you will receive an error message and need to return to the main "Log In" screen. Any movement on a page at all (such as going from one screen to another or moving to another entry field on the same page) will reset the 30-minute timer.

Your contract is not submitted to DPI until you click on "Submit Contract" button on the last screen. To submit your contract to DPI, you must click "**Continue**" though the entire contract and click on "**Submit**" at the end. If you log out or close the website without clicking "Submit" – your contract will remain open for editing, and DPI will not be able to review or approve it.

Once you are logged in, a menu of options will appear at the top of the screen.

How to Navigate the System

On this screen, the menu bar has the following menu options:

- Home-Day Care: For home day care providers only.
- School Nutrition Program: For school agencies participating in School Nutrition Programs.
- Community Nutrition Program: For agencies participating in the Child and Adult Care Food Program (CACFP).
- Summer Food Program: For agencies participating in the Summer Food Service Program (SFSP).
- **Special Milk Program: For agencies (school or non-school) participating in the Special Milk Program.**
- Review: For CACFP users.
- Other Services: This button links to the DUNS number entry page for agencies new to the DPI Child Nutrition Programs.
- Log Out: This is where you can click, at any page on the website, to log out of your account. Be sure to click Logout every time you exit the online claiming portal.

1. Click the button on the blue bar titled “**Special Milk Program**.”

On this screen, you can see the following menu options:

Claim Reimbursement - Use to enter Special Milk Program reimbursement claims, revise unpaid claims and review paid claims for all programs from this link. (Instructions for claims are in the [SMP Claim Manual](#)).

Contract - Use to access the school contract information to view, update and submit contract changes.

2. Click on “**Contract**” on the right of the yellow menu options.
3. Click on “**Submit Contract**” in the yellow menu options.
4. Click on “**Submit Contract**” in the yellow menu options.
Clicking on “Submit Contract” will bring you to the first screen where you enter or update information for your contract.

Clicking on “View Approved Contract” does not allow you to update or submit an Application/Contract. You will only be able to view and print the contract.

Entering the Special Milk Program Contract

To print your contract, you will need to print each screen, either as you go through and enter the information, or by logging in again and going through and printing each screen.

Contract Preparer/Enterer

You will need to fill out this information **each time** you enter the contract to help DPI track changes made to the contract. An email address for the Contract Preparer is required.

Note: When entering phone number, phone extensions, do not enter any symbols (such as -, () or /) or spaces in the field. Enter numerals only. If there is no phone extension, leave the field blank.

When you have finished entering the information, click the “**Continue**” button at the bottom of page.

If your agency participates in the National School Lunch Program (NSLP), you need to exit this contract, and complete your Special Milk Program (SMP) contract as part of your NSLP contract.

General Information

Note: All fields must be completed.

Part 1: General Information

1. **Agency Name:** This is the name of the agency that is contracting with DPI. If you have multiple locations (sites), this will be the name of the organization that runs all of the different sites.
2. **Federal Employer Identification Number (FEIN):** Enter the agency’s Federal Employee Identification Number.
3. **Congressional District:** If you do not know the Congressional District information for your school, visit the [Wisconsin State Legislature](#) website. Then click on “Who are my Legislators?” to find the district number.
4. **CESA No:** If you do not know what CESA you are in, please look on the [School Districts by CESA](#) webpage.
5. **County:** Select the county your agency resides in.
6. **Type of SFA/Sponsoring Agency:** Please select whether your agency is public or private.
7. **Sponsoring Agency Description:** Select School Agencies.
8. **Agency Street Address:** For **Agency Street Address**, enter the street address for the agency, *not* a PO Box.
9. **Mailing Address:** Enter the mailing address to be used for DPI mailings. You must enter this, even if it is the same as the agency address. You may use a P.O. Box in this field.

Part 2: Agency Contacts Information

1. **Authorized Representative:** The authorized representative of your agency is the person who is authorized to make this contract with DPI. This person must list an email address.
2. **Monthly Claim Preparer:** Please list the person who enters the monthly Special Milk Program claims for reimbursement.

Part 3: Milk Plan Information

1. This section is where you will select which pricing plan your agency will use.
 - a. **Non-Pricing Plan:** Select this plan if you do not charge students for milk (either milk is provided for free or it is included in tuition).
 - b. **Pricing Plan:** Select this option if you charge students for milk. If you select this option, you will then need to select an option regarding free milk to eligible students.
 - i. **Pricing Plan:** *Milk available under the Special Milk Program will not be provided free to children eligible for free milk; all children will be charged the same price on the Policy Statement.* Choose this option if you will **not** be providing free milk to eligible children.
 - ii. **Pricing Plan with Free Milk Option:** *If you will be providing free milk to eligible children (which requires the collection and determination of applications), select the option Milk available under the Special Milk Program will be provided free to children eligible for free milk in accordance with the Policy Statement, and children not eligible for free milk will pay the established price.*
2. When you have entered information in all the fields, click the “**Continue**” button. If any information is missing, you will be returned to the page with a “Validation Error” – the error will list what information is missing.

Policy Statement

Note: This screen has four (4) sections. If you do **not** offer free milk to eligible students, **only fill out Section 1**. If you **do** offer free milk to eligible students, you will need to fill out Sections 2, 3 and 4.

Part 1: Milk Accountability Statement

Please skip this section and proceed to page 12 of this manual if you offer free milk to eligible students (participate in the Pricing Plan with Free Milk Option).

In the applicable box, please describe the procedures your agency uses to count the number of milks served each day, and to maintain records of the number of milks served. This count must be taken at the point of service. If your agency only operates at one of the listed grade levels, you can leave the others blank.

If you have a *Non-Pricing Plan* or a *Pricing Plan (with no free milk)*, complete section 1, then scroll to the bottom of the screen and click “Continue”. Please skip to page 14 in this manual, section Schedule A – Participating Sites, to continue with the instructions.

Part 2: Money Collection and Ticket Issuing Procedures

For each grade level, please describe how the agency protects the identity of children eligible for free milk, and the procedures for students to pay for their milk without overtly identifying students who are eligible for free milk. If your agency only operates at one of the listed grade levels, you can leave the others blank.

Part 3: Milk Accountability Procedures

For each grade level, please describe the procedures your agency uses to count the number of milks served each day, to maintain records of these counts, and for recording the number of milks served both to students paying full price and students receiving free milk. The count must be taken at point of service and cannot overtly identify children who receive free milk.

Part 4: Officials (only for Pricing Plans with Free Milk Option)

1. **Hearing Official** may be called upon to hear possible complaints or appeals on application determination or possible discrimination in the operations of the program. The Hearing Official *should not* be a subordinate of the person serving as the Determining Official. The Hearing Official *may not be* the same person as the Determining Official.
2. **Determining Official** reviews the initial free/reduced price meals applications, determines if the students are eligible for free or reduced price meals, and notifies the household of the determination.

Once you have updated all of your agency's information, click the "**Continue**" button.

Schedule A – Participating Sites

1. You will need to enter details about each site in the agency that participates in the Special Milk Program.
2. When you first enter your contract, Schedule A will look like this:
3. Select "New Record" to enter your first site. If this is your first time entering your contract online, none of the data fields will be filled. If you are returning to edit your contract, the information you had previously entered will be saved.
4. **General Information:** Enter the information for this particular site of your agency. Enter the start and end dates for the program *for this site*. You will enter each site separately.
5. **Grades/Serving Estimate Information:** In Column 1, select the grade levels in this site location. Leave Column 2 blank.
6. **Other USDA programs:** Select any other programs that this site participates in.

If your agency participates in the National School Lunch Program (NSLP), you need to exit this contract, and complete your Special Milk Program (SMP) contract as part of your NSLP contract.

7. Once you have finished filling in the information on this page, click the “Save” button. This will return you to Schedule A, where you will now see a list of the sites you entered:
8. **Additional Sites:** If your agency has more than one site, you will need to repeat this process for each site.
9. **Deleting a Site:** If you need to delete a site (for example, if one site has closed), click on the name of the site to access it, and then click the “Delete” button at the bottom of the page.
10. When you have entered all of your sites, click the “Continue” button at the bottom of Schedule A. This will bring you to Certification.

Certification

At the Certification, you are asked to agree that the information in your contract is truthful and in compliance with federal regulations, as stated in the [permanent agreement](#), found on the Certification page.

If you agree, you will need to check the box that says “**I agree to Certification**”, and then you are ready to submit your contract by clicking on “**Submit**”.

Confirmation

Once you have clicked “Submit,” you will receive a Confirmation screen that will look like this:

1. You may wish to print this for your records.
2. Click “**Home**” to return to the Menu for further modifications.
3. Click on the blue “**Logout**” button at the top right to exit the FNS system.
4. At any point (until DPI begins approving your contract), you may log in and make changes to your contract. Once your contract is approved, you may also make changes at any point. **Make sure you follow the contract through until the end and submit it to DPI; otherwise changes will not be saved.**

Troubleshooting

1. **If you forget your password:** Contact: Jacque Jordee at 608-267-9134 or jacqueline.jordee@dpi.wi.gov.

2. **To change your password:** Contact: Jacque Jordee at 608-267-9134 or jacqueline.jordee@dpi.wi.gov. Changing this password will change the password for all related child nutrition applications including claims for reimbursement, contract access, etc. If you change your agency's password, you will need to notify other staff in your agency who need to use those functions of the new password.

3. **To return to a prior page/screen**, click on one of the links at the bottom of the screen. The name of the link will tell you what screen you will go to. These links are in a horizontal row at the bottom of the screen and are a **different color** than the regular printing on the entry pages. If you click on the "Back" icon at the top of the screen, your data will *not* be saved from the screen you are currently on.

4. **To print your contract**, you will need to print each screen, either as you go through and enter the information, or by logging in again and going through and printing each screen. **Remember** to print the Schedule A information for each site.

5. **Exiting the program:** To exit the contract system, click the "Logout" button. This button is part of the blue bar at the top of the screen, on the far right.

6. **Prior to contacting DPI** with questions related to entering data on your contract, please be prepared to answer the following questions:

- a. What is your agency code?
- b. What information are you trying to enter? (Example: "School Contract")
- c. What screen are you viewing? (Example: "1st entry screen", "Schedule A", "School specific information")
- d. What page/s in this manual are you referring to? **Page numbers are listed at the bottom-right of each manual page.**
- e. Be sure you have the manual with you when you call, so that you can note the answer to your question in the manual for future reference.

7. **Making changes to your contract:** You can access and update your contract online at any time. Remember to click the "Continue" or "Save" button at the bottom of each screen, and to submit the contract at the end of the process to make sure your updates will be sent to the School Nutrition Team for approval.

8. **Contacting the School Nutrition Team:** If you have questions concerning the SMP contract or regulations, please contact one of the Nutrition Program Consultants listed below.

Loriann Knapton, NDTR, SNS, Nutrition Program Consultant
Phone: 608-266-1046 Email: loriann.knapton@dpi.wi.gov

Tanya Kirtz, Nutrition Program Consultant
Phone: 608-266-2410 Email: tanya.kirtz@dpi.wi.gov

Jessica Schultz, MS, RDN, CD, Nutrition Program Consultant
Phone: 608-266-3296 Email: jessica.schultz@dpi.wi.gov

Department of Public Instruction
School Nutrition Team
125 S. Webster Street
Madison, WI 53707
608-267-9228 (phone)
608-267-0363 (fax)